

DELEGATION OF MEDICATION ADMINISTRATION TO NON-NURSING STAFF

[KRS 156.502](#) (2) (c):

A school employee who is delegated responsibility to perform the health service by a physician, advanced registered nurse practitioner, or registered nurse; and

- 1.0 Has been trained by the delegating physician or delegating nurse for the specific health service, if that health service is one that could be delegated by the physician or nurse within his or her scope of practice; and
- 2.0 Has been approved in writing by the delegating physician or delegating nurse. The approval shall state that the school employee consents to perform the health service when the employee does not have the administration of health services in his or her contract or job description as a job responsibility possesses sufficient training and skills, and has demonstrated competency to safely and effectively perform the health service. The school employee shall acknowledge receipt of training by signing the approval form. A copy of the approval form shall be maintained in the student's cumulative health record and the personnel file of the school employee. A delegation to the school employee under this paragraph shall be valid only for the current school year.

Training of district personnel and monitoring of their performance in implementing health care procedures must be provided by a licensed health care professional (as allowed within their scope of practice) or districts may contract for the training through a home health agency, hospital or other health care facility. ⁽¹⁴⁾ A Summary Guideline on Medication Procedures and Delineation of Roles and Responsibilities is included. (Exhibit 6I) ⁽⁵⁾

School district specific policies and procedures on orientation and training of non-nursing staff should include the following guidelines:

- General Recommendations for Distribution of Medication to Students
- Administration of Prescribed Medication
- Administration of Non-Prescribed Medication (over –the-counter)
- Student Self-Medication
- Medication Safety
- Changes in Medication
- Storage of Medication
- Documentation of Administration of Medication
- Medication Error Reporting
- Refusal to Administer Medication
- Guidelines for Field Trip Medication Administration
- Procedures for Administering Medication
- Principles of Medication Administration for Non-Nursing Staff